

PeopleSoft Printing the Salary History Report

September 7, 2006



REQUESTING A SALARY HISTORY REPORT

Use the following navigation to 'Salary History Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>Salary History Report

Salary History Report

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

☐ Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)



'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter the Company, which is 'ND', your 5-digit Business Unit (you will only get results for the Business Units for which you have security access), and the payroll Pay Period End Date you wish to print. This report can be run for current or prior months. Then Click 'Run'.

Salary History Report

Run Control ID: 11000

[Report Manager](#) [Process Monitor](#) [Run](#)

Company: ND

Business Unit: 11000 ☐ all selected

Pay Period End Date: 03312006

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

Process Scheduler Request

User ID: lberger3 Run Control ID: 11000

Server Name: PSNT Run Date: 09/07/2006

Recurrence: Run Time: 2:30:29PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Salary History Report	NDSPR217	Crystal	Web	PDF	Distribution

[OK](#) [Cancel](#)

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

Salary History Report

Run Control ID: 11000

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Company: ND

Business Unit: 11000 ☐ all selected

Pay Period End Date: 03312006

Save

Return to Search

Notify

Add

Update/Display

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

Process List [Server List](#)

View Process Request For

User ID: lberger3

Type:

Last: 1 Days

Refresh

Server:

Name:

Instance: to

Run Status:

Distribution Status:

☒ Save On Refresh

Process List

Customize | Find | View All | First 1-6 of 6 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	380338		SQR Report	NDSR20	lberger3	09/07/2006 11:26:01AM CDT	Success	Posted	Details
<input type="checkbox"/>	380332		Crystal	NDSR205	lberger3	09/07/2006 10:58:24AM CDT	Success	Posted	Details
<input type="checkbox"/>	380320		SQR Report	PER002_S	lberger3	09/07/2006 10:06:40AM CDT	Success	Posted	Details
<input type="checkbox"/>	380317		SQR Report	PER001_S	lberger3	09/07/2006 9:33:17AM CDT	Success	Posted	Details
<input type="checkbox"/>	380307		SQR Report	NDSR21	lberger3	09/07/2006 8:53:11AM CDT	Success	Posted	Details
<input type="checkbox"/>	380304		PSJob	NDSP201J	lberger3	09/07/2006 8:53:11AM CDT	Success	Posted	Details

[Go back to Salary History Report](#)

Save

Notify

[Process List](#) | [Server List](#)

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

Process Detail

Process

Instance: 380338

Name: NDSPR20

Run Status: Success

Type: SQR Report

Description: Labor Distribution Report

Distribution Status: Posted

Run

Run Control ID: 11000

Location: Server

Server: PSNT

Recurrence:

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Restart Request

Date/Time

Request Created On: 09/07/2006 11:33:26AM CDT

Run Anytime After: 09/07/2006 11:26:01AM CDT

Began Process At: 09/07/2006 11:33:40AM CDT

Ended Process At: 09/07/2006 11:34:10AM CDT

Actions

[Parameters](#)

[Message Log](#)

Batch Timings

[View Log/Trace](#)

OK

Cancel

Then click the report name below to view the report.

View Log/Trace

Report

Report ID: 1294

Name: NDSPR20

Run Status: Success

Process Instance: 380338

Process Type: SQR Report

[Message Log](#)

Labor Distribution Report

Distribution Details

Distribution Node: REFNODE

Expiration Date: 11/06/2006

File List

Name	File Size (bytes)	Datetime Created
NDSPR20_380338.PDF	71,271	09/07/2006 11:34:10.660000AM CDT
Trace File	0	09/07/2006 11:34:10.660000AM CDT
Message Log	1,655	09/07/2006 11:34:10.660000AM CDT

Distribute To

Distribution ID Type	Distribution ID
User	Iberger3

Return

The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.

2/9/2004

STATE OF NORTH DAKOTA

NDSR217 Page 1

DEPT: Your Department 999

SALARY HISTORY REPORT

POS.	NAME	CURRENT JOB CLASS	STATUS	CURRENT RAT	DATE	PREV RATE	EFF DATE	PREV RATE	EFF DATE	PREV RATE	EFF DATE
000064	Ronald Reagan	CL6106	F A	3,362.50	7/1/2003	3,237.50	4/1/2003				
		AGRI MARKETING SPEC II		3.86 %							
000064	Jimmy Carter	CL0092	F A	2,713.33	7/1/2003	2,630.00	4/1/2003				
		ADMIN ASSIST I (INACTIVE)		3.17 %							
000064	Gerald Ford	NC9006	P A	0.00	4/1/2003						
		BRDCOMM-NOT CLASSIFIED									
000064	Richard Nixon	CL0212	F A	2,962.50	7/1/2003	2,879.17	4/1/2003				
		ACCOUNT TECHNICIAN II		2.89 %							
000064	Lyndon Johnson	NC9006	P A	0.00	4/1/2003						
		BRDCOMM-NOT CLASSIFIED									
000064	John F. Kennedy	NC9002	F A	8,812.50	7/1/2003	8,645.83	4/1/2003				
		APPOINTED-NOT CLASSIFIED		1.93 %							
000064	Dwight Eisenhower	CL0823	F A	3,850.00	7/1/2003	3,725.00	4/1/2003				
		PUBLIC INFO SPEC III		3.26 %							
000064	Harry Truman	NC9006	P A	0.00	4/1/2003						
		BRDCOMM-NOT CLASSIFIED									